

FY 2004 IMPLEMENTATION PLAN: INSTRUCTIONS TO THE  
GRANTEE  
FOR THE DELIVERY OF RYAN WHITE & HOPWA-FUNDED SERVICES  
(Preliminary to receipt- of  
the Award)

*Unless otherwise indicated, all allocations are Ryan White Title I funds.*

FOUNDATIONAL INSTRUCTIONS

1. Data Collection

The Council places a high degree of importance on the availability of accurate and timely data. Examples include data on costs, utilization, and the effectiveness of HIV-related services. Such data is critical to effective planning by the Council. The Council expects that all providers of funded services will cooperate fully with the grantee in meeting data collection requests and requirements. In FY 2003, the Council instructed the grantee to implement a data collection system that provides for real time, point of service eligibility verification, utilization, and instant reporting of service delivery to minimize the duplication of delivered services. The grantee was further instructed to require all service providers to participate in this system. The goal was to fully implement the system by no later than March 1, 2004. The Council now instructs the grantee to monitor the system during FY 2004 and make adjustments as necessary. (Approved)

2. Standards of Care

In FY 2003, the Council instructed the grantee to develop and implement, with input from service providers, a system of standards of care, including client eligibility, for all service categories prioritized and funded by the Council. The Council desires a system that maximizes the efficient delivery of services at the lowest possible cost while providing a standard level of care for all clients without regard to a specific provider of services. The grantee has been working on draft standards of care and will solicit community input as they are completed. For FY 2004, the grantee is instructed to present the standards of care to the Council ~~when they are finalized~~ **at the April 2004 Planning Council meeting** and implement them upon Council approval. (Approved)

3. Care Management

During FY 2003, a **Planning Council** taskforce was established to make recommendations on reconfiguring services and delivery systems so as to improve overall quality of care management services delivered to clients, minimize duplication, and increase cost efficiency. **The Executive Committee was responsible for establishing the Task Force's Scope of Work and deadlines.** The Council instructs the grantee to work with the taskforce by researching and assisting in developing a care management system. Developing a service called client advocacy as part of the care manage system is one option to be considered. The Council further instructs the grantee to implement the taskforce recommendations during FY 2004. (Tabled)

*over*

#### 4. Specialty Medical Care

The Council instructs the grantee to develop a system of utilization review for specialty medical care ~~during FY 2004~~ **by the March 2004 Planning Council meeting**. The grantee is further instructed to explore options for providing more cost-effective specialty care. (Approved)